# Bolton C. Falby P.S.
# Student/Parent Handbook 2019-2020

**Name: _____**

## Believe ~ Achieve ~ Succeed

Conor Jinkinson
**Principal**
Stephanie Cleveland
**Vice-Principal**
Andrea Stiles
**Administrative Assistant**
Michael Watson
**Chief Custodian**

**80 Falby Court, Ajax, ON, L1S 1N4 Phone: (905) 683-6240 Fax: (905) 427-8643**

**Bolton C. Falby Creed**

We are Falby.
We believe in ourselves.
We own our actions and learn from our mistakes.
We stand tall and show pride in ourselves and our school.

We are Falby.
We respect ourselves and others.
We are life-long learners –imaginative and inquisitive.
We value the diversity of our community and accept everyone.

We are Falby.
This is our time.
This is our day.

**End of day reprisal**

Now as we leave Bolton C. Falby
We will remember our promise spoken in our creed
to be determined, dedicated and driven to succeed.

# Durham District School Board

## Equity and Inclusive Education Policy

The Durham District School Board values and respects all members of our school community and as such ensures that resources are provided that reflect the work being done to address antidiscrimination and inclusive education. These issues are discussed in the Ministry of Education's Curriculum documents to promote fairness, healthy relationships and active, responsible citizenship.

The Durham District School Board's school libraries and classroom resources reflect inclusivity and serve to foster sensitivity towards individuals and groups that have traditionally been marginalized within the broader society. These resources serve to identify and remove barriers that may exist for various groups and families. They may touch on topics of ethnicity, disability, religion, sexual orientation, gender identity, gender expression, age, family status and marital status.

These resources are intended to help students acquire the knowledge and skills that enable them to challenge unjust practices, and build positive human relationships as members of a global community.

Our goal is to provide students with opportunities to promote equity and social justice.

For more information on the Ontario Ministry of Education Equity and Inclusive Education Strategy, please visit www.edu.gov.on.ca.

# Bolton C. Falby Public School
# Student/Parent Handbook
# 2019-2020

## THE SCHOOL DAY

Yard supervision begins at 7:55 a.m.
Morning Entry Bell - 8:10 a.m.
Lunch Hour - 11:00 a.m. - 12:00 p.m.
Dismissal - 2:45 p.m. (Primary/ Junior/Intermediate)

## SAFE ARRIVAL PROGRAM

The Durham District School Board has implemented a method of reporting student absences along with the ability to lookup your child's homeroom, grade and teacher information online.

The SchoolConnects **'Safe Arrival'** program enables you to conveniently notify their school when an absence will occur, or before bell time of the school day.

Parents may make use of phone, internet or mobile app to notify their school of upcoming absences.

**To report your child's absence you can call:**

**1-844-350-2646**

**For More Information visit the DDSB website**

## ARRIVING ON TIME and ATTENDING SCHOOL REGULARLY

You are strongly encouraged to prioritize attendance as this is the single most important way students can successfully address the gaps in their learning. Please ensure that your child attends school regularly, arrives on time, and let us know how we can best support you, as even a 10% absence rate has been shown to be significantly detrimental to a student's academic development and we will work to notify you and partner with you to reduce the number of absences once you reach that 10% rate.

## BUS INFORMATION

***DURHAM STUDENT TRANSPORTATION SERVICES***

Parents can call the 24 hour automated line at 905 666-6979 or 1 866 908-6578 in order to receive their child's transportation information. This telephone line gives the bus route number, stop location and pick-up and drop off times. In order to receive this information you will need the student's OEN or ID number (which is found on the report card) and date of birth (yyyy,mm,dd).

**Rules & Regulations**

• The Ministry of Education regulations state that every student is responsible to the School Principal for his or her conduct while travelling on a school bus.

• Bus riding is a privilege, not a right. This privilege may be withdrawn if a student's conduct is a threat to the safe operation of the bus or to an individual's safety.

• If a student's bus privilege is suspended, parents are responsible for the transportation of their child.

## EMERGENCY EVACUATION PLAN

As the school is within 10 km of the Pickering Nuclear Generating Station, we are required to have an emergency evacuation plan. The highlights of the procedure include:

1. orderly evacuation via school bus
2. teacher supervision as the students are transported to G.L. Roberts CVI in Oshawa, 399 Chaleur Ave, Oshawa, ON L1J 1G5
3. school supervision at the centre until parents pick up children.

From time to time schools are randomly selected to participate in a practice drill. Should that occur, the students are returned to the school in time for regular dismissal.

## ENTRY AND DISMISSAL

To maintain adequate supervision, it is expected that students will exit and enter only through assigned doors. Students will not be allowed in the school without permission other than during regular school hours. Parents are asked to meet their child at a designated pick up point outside the child's exit door. Family are asked to sign in at the office at all times if dropping off and picking up their children, as well as not go past the front foyer or forum unless wearing a visitor ID between the hours of 07:30am–03:30pm.

## HEAD LICE (PEDICULOSIS)

Head lice is an annoying condition which from time to time surfaces at most schools. Parents are asked to regularly check their children's hair for lice. If you suspect that your child has live lice, please keep your child at home, and notify the school. Students will be excluded from class until the condition has been treated. To be readmitted to class, the child will have their hair checked to ensure no live lice remain. At least two treatments are necessary to help combat this nuisance. Special shampoo has to be used to kill this pest.

## INCLEMENT WEATHER

The following procedures are used in the event that our students cannot be outside because of inclement weather.

1. Before school - it is anticipated that students will not arrive too soon before the bell rings. Students will be allowed to stand quietly in the hall near their entry door under the supervision of the teacher on duty
2. Recess - students remain in their classrooms, supervised by staff
3. Lunch - students will eat in their assigned classrooms and then remain in their classroom during the recess time

Students who go home for lunch are expected to plan their return to school to coincide with the entry bell. If students return to school early, they will wait in the hall near their entry door.

## VEHICLE BASED DROP OFF

Please remember that you cannot park in the fire route in front of the school. We encourage you to walk your children to school and to always use the school crosswalks. After you take your child out of the car and escort him or her to the sidewalk, a staff member will walk with your child to the Kindergarten area. School begins at 8:10 am. If you arrive once classroom

instruction begins, proceed to the office to sign your child in. A staff member will escort him/her to the classroom.

**KISS AND RIDE**

Please use the Kiss and Ride at the front of the school when dropping off children. Pull up to the curb. Do not drop students off in the middle of the road. Students should exit the vehicle on the curb side and not the "driver's side" of the car. Use caution when pulling away from the curb. Please follow the directions of staff that are there to ensure the safety of the students using the Kiss and Ride program.

**LOCKERS**

Lockers are assigned early in the year for classes that do not have coat hooks. Students must have sturdy combination locks on their lockers and should make every effort to keep their combination numbers confidential. A record of locker numbers and lock combinations for each student is kept on file with the classroom teacher. Lockers are typically shared between two students.

**LUNCH**

Students eating lunch at school, must exhibit proper behaviour while in the care of our lunch hour supervisors. **Students staying for lunch are not permitted to leave school grounds without written permission from their parents.**

**MEDICATION**

Your child's health is important to us. It is mandatory for children with specific requirements for any medication, such as prescription drugs, Tylenol, cough medicine, etc., to complete a school permission form that must also be signed by the **prescribing physician** to enable us to dispense any medications. These forms must be filled in annually as medication and doses change. For the protection of all our students, medication cannot be sent to school with children.

**PARENTS AND VISITORS IN THE SCHOOL**

We welcome parents and visitors in our school. To maximize school security, we ask that everyone enter through the front doors and sign in at the office. Those entering the school will be given visitor or volunteer identification to increase security for our students.

**'NUT ALERT' STATUS IN OUR SCHOOL**

With the support and input from the School Council, we are requesting your assistance and cooperation to make our school a "Nut Alert School", as there are a number of students in our school who have a life-threatening allergy to peanuts, other nuts and/or nut products. We are asking for your support as parents to NOT allow your child(ren) to bring nuts, nut products or by-products, (e.g peanut butter, WOW Butter or Nutella) to school for lunches or snacks.

**DOGS ON SCHOOL PROPERTY**

Even a friendly puppy can have a bad day. With student safety in mind, dogs are not permitted on school property. We have many students who are fearful of dogs and others who are allergic to dogs and could suffer a health risk if exposed to your pet. Thank you for your help in keeping our students safe.

**PERSONAL ELECTRONIC DEVICES (PED'S)**

In keeping with the Freedom of Information and Privacy Act:
-unauthorized video or audio recording on school grounds for any purpose is prohibited

-the taking of photos, filming or recording while at school or at school-related activities is prohibited unless approved by DDSB staff for educational purposes
-in particular, the use of cameras filming and/or recording is strictly prohibited in washrooms and change rooms
-this is not intended to prohibit sanctioned recording of activities at events open to the general public.
Personal electronic devices that are used inappropriately inside of schools during the regular school day are disruptive to the teaching and learning environment. The privacy and personal dignity of others could be violated by the inappropriate use of personal electronic devices to text message, social network, and/or share digital media. Communication through personal electronic devices during class time interferes with teaching and learning, and is therefore, not allowed.
If PED's are brought to Bolton C. Falby, they must be turned off and safely stored. Students may use PED's only as directed by staff for educational purposes. We are not responsible for lost or stolen items.

**RECESS TIME AND ILLNESS**
Children who are well enough to attend school will be expected to enjoy the fresh air and exercise that recess provides. A doctor's certificate is required with a request to have a child remain indoors for extended periods.

**RELIGIOUS ACCOMMODATION**
The Durham District School Board and Bolton C. Falby P. S. follow the Guidelines and *Procedures for the Accommodation of Religious Requirements Practices and Observances.* This document has been produced in compliance with requirements of Ontario's Equity and Inclusive Education Strategy within the contexts of the *Canadian Charter of Rights and Freedoms* and the *Ontario Human Rights Code*. This document assists us in creating and maintaining equitable and inclusive environments within our schools and facilities, and guides the process of providing religious accommodations as the need arises. The document is available for viewing at http://ddsb.durham.edu.on.ca/DDSBmain.htm (highlight programs on the left panel, then Equity and Inclusive Education, then Guidelines) or you may ask to review a copy at your child's school.

If you anticipate that you or your family might require religious accommodation at any point during the school year we ask that you inform the administration of Bolton C Falby PS as early as possible, preferably at the start of the school year. You are also welcome to speak to your school administration about unanticipated religious accommodation needs as they arise.

**SCENT AWARE SCHOOL**
Due to the number of people who experience discomfort and allergies to a wide range of scents, students and guests are asked to refrain from the use of perfumes, colognes and strongly scented products while at school.

**SCHOOL COMMUNITY COUNCIL**
Our School Community Council meets each month to discuss issues relevant to parents, children, education, fundraising, and the school community. The Council is comprised of parents, staff, and a community member. All parents are invited to attend and dates for SCC meetings are published on the school website calendar.

**SNOW STORM CLOSINGS**
The following radio stations will be your source of information:

CHUM FM 104.5 Toronto
CISS FM 92.5 Toronto
Q107 FM 107.1 Toronto
KX96 FM 95.9 Ajax
Virgin Radio 99.9 Toronto
680NEWS 680AM Toronto

**Do not call the school. Listen to the radio before the school start time.**

## SUPPORT AT HOME

All students benefit from parental involvement. We encourage you to:
-read to and with your child. ***Reading in your first language, if other than English, can strengthen reading skills in English*
-provide mathematical opportunities
-provide writing opportunities
-encourage daily physical activity
-discuss school activities with your child
-encourage independence
-support daily attendance and arriving on time every day
-reinforce appropriate behaviour

## SWIS DURHAM

SWIS Durham program helps families to successfully integrate into the school and community. Your SWIS worker can provide information and referrals regarding school and community resources depending on your needs and concerns. The School Settlement Worker contact is: 289 200 7499 and nnayab@cdcd.org.

## Bolton C. Falby Code of Conduct

The Code of Conduct has been created through a collaborative process involving students, staff and community and in accordance with the Ontario Safe School Act(2008). The Code of Conduct establishes the level of behavior expected for all, so that we have the best possible school where success and achievement are reached.

**We the members of the BCF community, will demonstrate the following expectations:**

| | **Be Safe** | **Be Respectful** | **Be Responsible** |
|---|---|---|---|
| **Self** | follow school procedures and safe arrival routines<br>-wear clothing that is suitable for the weather and school (see Dress Code)<br>-make safe choices<br>-resist negative peer pressure<br>-follow school rules and routines | -use appropriate, safe and respectful language, gestures and behavior at all times<br>-arrive on time for school and classes<br>-accept direction from all staff | -understand and know school rules and routines<br>-accept consequences for your actions<br>-know when to stop<br>-follow school lunch rules and stay within boundaries at recesses<br>-maintain a positive attitude |
| **Others** | -play safely and fairly<br>-contribute to a violence-free, harassment free, and bully-free environment | -value others' opinions and beliefs<br>-accept differences<br>-honour personal space and privacy<br>-recognize and understand that swearing, mocking, | -know and follow school rules and routines<br>-treat people equitably<br>-resolve conflicts peacefully |

| | | | |
|---|---|---|---|
| | -report unsafe situations to office and/or staff<br>-follow allergy notices (eg. No nut products)<br>-follow our “hands off” policy | threatening, bullying, using sexist or racist language is unacceptable<br>-be polite and helpful to all school visitors | -manage your anger/emotions appropriately<br>-accept consequences for your actions<br>-speak politely and respectfully |
| **Learning** | -come to class prepared with all necessary materials<br>-support a safe learning environment<br>-accept and follow direction from staff | -ask for help appropriately<br>-support a positive learning environment for all students by managing your own behaviour | -complete all work as assigned on time<br>-participate actively and properly in class activities<br>-attempt new tasks<br>-strive to do your best |
| **Property** | -report vandalism, theft, and other criminal offenses<br>-resist negative peer pressure<br>-follow our digital citizenship guidelines<br>-leave expensive personal technology devices at home | -take pride in our school and grounds<br>-support our Eco-initiatives by bring a boomerang lunch and recycling properly<br>-eat only in designated areas ( not outside)<br>-use personal technology devices only when allowed by staff | -keep school and grounds free of litter and graffiti<br>-return all books and school materials in good condition<br>-treat all school property/grounds with respect<br>-return all borrowed equipment<br>-treat personal items of others with respect and care |

# Progressive Discipline

At Bolton C. Falby Public School, we are committed to progressive discipline, a step by step process that involves staff taking a proactive and progressive approach to handling discipline. This approach is a partnership with administration and parents and the goal is to assist students in becoming safe, responsible and respectful members of the school and greater community.

## Applying the School Code of Conduct to Include Bus Safety

Schools must consider all modes of transportation to be an extension of the classroom just as you would the hallways and the schoolyard. Therefore, the school's established code of conduct would fully apply to any and all behaviours that occur during the riding of a school bus. However, due to the nature of the activity there are some unique safety requirements that should be included into your school's code of conduct specific to riding a school bus. Please also note that infractions of the code of conduct can result in a student's privilege to ride the school bus be removed for an indefinite period of time.

The following are the recommended school bus safety statements to be included in you School's Code of Conduct and reviewed annually with the School Community Council, parents and students at the beginning of each school year.

- Respect other people's property and belongings while waiting for the school bus
- Treat the driver with respect and follow his or her instructions
- Be courteous and respectful to others on the bus at all times
- Act appropriately in a manner that does not endanger the safety of themselves or others including, but not limited to:
    - Not engaging in any activity that interferes with the safe operation of the bus
    - Remaining seated at all times, facing forward while the bus is in motion
    - Keeping hands, arms, feet, head and belongings inside the vehicle until you have exited at your stop
    - Avoiding distracting or speaking to the bus driver except in the case of emergency
    - Refraining from inappropriate behavior on the bus, e.g. throwing items, swearing, fighting, bullying, eating or drinking, smoking, vaping, shouting
    - Not bringing alcohol, drugs or weapons onto the school bus
    - Not touching safety equipment or emergency exits unless there is an emergency
    - No eating or drinking on the bus

## ELEMENTARY SCHOOL ACCEPTABLE AND SAFE USE PROCEDURE

The Durham District School Board is pleased to provide you with access to a variety of computing technology. Computing technology in Durham is provided for educational purposes, not for public access. Please review this procedure with your parent/guardian. Procedures and rules regarding the use of computing technology in Durham must be followed.

**Acceptable Use**

I will use the computing technology as instructed by my teachers.
I may use the Internet when a teacher is present or I have special permission to do so.
I will only use computing technology facilities for recreational purposes when I have permission from my teacher.
I will never use schools computing technology for Cyber-bullying, visiting unacceptable sites, and/or illegal activity.
I may quote another person's work if I acknowledge it in a reference note.
I will not buy or sell materials using school computers.
I will follow the school rules when using and downloading any files and software.
I will keep my password secret and not misrepresent my identity.

**Safe Use**

I will never give out personal information about myself or others on the Internet without my teacher's instruction. This includes my last name, age, sex, home addresses, telephone numbers, pictures, videos, routes taken to school, parents' hours of work, etc.
I will only use my first name if I am working with a project where I communicate with other people.
I will inform my teacher immediately if I find materials and sites I should not see.
I will inform my teacher immediately if I am ever uncomfortable or frightened on the Internet (because another user is not using acceptable behaviour).
I will seek help from principals, teachers and parents when someone tries to Cyber-bully me.
I will report Cyber-bullying to principals, teachers and parents.

**Appropriate Use**

I will be polite. I will only use language that is acceptable in my school.
I will send messages that contain words or information I would write on a classroom blackboard.
I will not use the computing technology in any way that will harm the system or another person's work.
I will respect the privacy of others. I will not go into another person's private mail or files or post information about others on the internet without their consent.

**Reliability**

I understand that the teachers and technicians try to ensure that the computer and technology facilities work. However, I understand that the computer and technology facilities may be unavailable sometimes.
I understand that information found on the Internet may be false, and I must learn to think critically and evaluate on-line information and their source(s).

**Abuse/Misuse of the System**

I understand that I must follow the rules and procedures in Appendix A and those given by my teacher. If I do not follow these rules, I may have my computer privileges taken away and have to visit the principal to review my actions.
My actions are bound by my school's Student Code of Behaviour and the board Student Code of Conduct, which states that a student may be suspended or expelled from his or her school, expelled from attending any school in Ontario, and/or prohibited from engaging in school-related activities if the student commits an infraction of the Code of Conduct while he or she is at school, engaged in a school-related activity, or engaged in conduct that has a relationship to the school or school community.

**Student Signature** _____

**Parent/Guardian Signature** _____

# Bolton C. Falby P. S. Student/Parent Handbook

I have read (with my class) and understand the expectations and information outlined in the Student/Parent Handbook. I understand that this handbook is to be shared by me with my parents(s)/guardian(s).

Homeroom Teacher: _____

Student Name (print): _____

Student Signature: _____